

**SNOHOMISH COUNTY JOB DESCRIPTION
RECREATION SPECIALIST**

Spec No. 8043

BASIC FUNCTION

To assist the recreation supervisor in planning, advertising and implementing a year round recreation program for the county.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Provides direct supervision to temporary and seasonal recreational/aquatic subordinate employees as necessary; reviews work to insure compliance with instructions and established procedures; handles day to day personnel questions and problems; may relieve the supervisor in his/her absence.
2. Assists in the preparation of the annual recreational budget.
3. Participates in he preparation of recreational procedures and manuals.
4. Coordinates the maintenance and safety programs at all recreational facilities; inspects equipment and facilities; instructs the public in the proper use of sports equipment as necessary.
5. Assists in he management and operation of the gym, pool and ball fields; schedules the use of all the sports facilities; instructs the public in the proper use of sports equipment ad necessary.
6. Coordinates referees for sporting events as required; referees as necessary.
7. Promotes recreational activities at county facilities; assists in the advertising of events and facilities as required.
8. Assists in the promotion of summer recreational programs such as swimming and youth sports camp.
9. Assists in the maintenance of pool equipment and the proper chemistry balance of pool water.

STATEMENT OF OTHER JOB DUTIES

10. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in recreation or physical education; AND, One (1) year of public recreation related experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

A valid Washington State driver's license is required for employment.

Possession of or ability to obtain a valid first aid and CPR card within 30 days of employment is required.

Possession of or ability to obtain pool operator's certificate within 30 days of employment is required.

Must be able to pass a physical examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- rules and regulations of intermediate sports activities;
- all phases of pool operation, maintenance and chemistry.

Ability to:

- follow oral and written instructions;
- communicate effectively orally and in writing;
- effectively enforce recreational facility rules and regulations;
- identify facility hazards and deficiencies and take appropriate corrective action;
- deal with the public in a tactful and courteous manner;
- work with minimum supervision;
- think and act quickly in emergency situations.

SUPERVISION

Employee receives supervision from the Recreation Supervisor.

WORKING CONDITIONS

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977
Previous Spec No. 931970
Revised: February 1991
EEO Category: 2 – Professionals
Pay Grade: 235 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous